

# **United States Bankruptcy Court, Eastern District of California**

❖ ❖ ❖ **CAREER OPPORTUNITY** ❖ ❖ ❖

**POSITION: CASE ADMINISTRATOR**

**LOCATION: FRESNO, CA**

**FILING DEADLINE: NOVEMBER 9, 2018**

Starting Salary: \$36,645 - \$45,810 (CL 24/25)

Promotional Potential to \$65,799

DOE

#19-01

This position is located in the Clerk's Office of the U.S. Bankruptcy Court, Fresno Division, serving the judges, attorneys, and the public. The mission of the court is to provide excellent service to all internal and external customers, approach change with courage, practice inclusion at every level, and to seek feedback and act upon it in the best interest of the organization. The Fresno division serves two bankruptcy judges, their chambers, and currently includes 12 Clerk's Office employees. The Clerk's Office is a dynamic organization utilizing a team environment where each member is expected to fully participate and provide input on a regular basis.

## **Representative Duties and Responsibilities**

- Manage the progression of bankruptcy cases and related adversary proceedings from the case opening to final disposition by maintaining official case records, monitoring for completion of required procedural steps, and performing various functions in accordance with approved internal controls, procedures, and rules
- Perform intake duties: Receive and review incoming court documents for conformity with federal and local rules, initiate new cases, perform financial transactions, manage archiving/records matters, and collect appropriate fees
- Review and ensure the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Files (CM/ECF) database
- Prepare, analyze, and ensure the accuracy of various case management reports
- Provide appropriate case information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the intake counter

## **Minimum Qualifications**

In order to qualify for this position at the CL-24 level, the applicant must be a high school graduate or equivalent and must have a minimum of one year of specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of computer skills and use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives or laws. A professional demeanor is required. This position is eligible for promotion to the CL 25 level (\$40,464 – \$65,799) upon successful training certification.

## **Desirable Qualifications**

- Exceptional attention to detail
- Critical/analytical thinking
- Excellent written and oral communication skills
- Ability to multi-task and respond appropriately to constant deadlines
- Ability to work independently from general instructions and cooperatively within a team environment
- Ability to interact respectfully and tactfully with the public
- Ability to maintain confidentiality and use sound judgment is a must
- Knowledge of bankruptcy clerical processing procedures and terminology
- Knowledge of basic legal procedure and terminology
- Four-year College degree preferred

## **Filing Procedures**

Application materials must be in Word or PDF format and must include a cover letter and resume with salary history. The cover letter must include a paragraph citing a recent example of when you provided excellent customer service. Applications must be in a single file submitted to the Court's career portal before 5:00 p.m. on November 9, 2018:

[caeb\\_hr@caeb.uscourts.gov](mailto:caeb_hr@caeb.uscourts.gov)

**Submissions without all requested items will be disqualified.** Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

## **Benefits Package**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401(k) plan with limited matching contributions), Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long-term disability insurance is also available.

## **Conditions Of Employment**

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have EXCEPTED service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.

- Duty station assignments are at the discretion of the Clerk of Court.
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to application to review upon request.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Participation in the interview process will be at the applicant's own expense. Likewise, no relocation expenses will be provided.
- This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- Applicants must be eligible to work for the United States government.
- More than one vacancy may be filled from this announcement

Only qualified applicants will be considered for this position. The United States Bankruptcy Court is an Equal Opportunity Employer.